

## How to Access a Posting

1. Log into PeopleAdmin by going myMU.



You will select the EMPLOYEES option.

Menu	myMU
Q	Search
HOME	
STUDENTS	
EMPLOYEES	
FINANCIAL AI	D
LIBRARY	

Then select the PeopleAdmin button.



 You will be defaulted to the Employee Group on the Applicant Tracking System (blue) screen, so you will need to select the User Group of Vice President and select the Applicant Tracking System screen.

## a. Selecting the Correct User Group:

You can do so by using the drop down menu under your name on the upper right hand side of the screen to select the user group.



b. If you are not defaulted to the **Applicant Tracking System** screen, you will click on the "Three Dots" in the left upper corner then select the **Applicant Tracking System**.

					Welcome, Alisha
Peo	ple Admin				
Home	Position Descriptions *	Classifications •			
Welcome	to your Online Recruitment	System			

3. On the home page, hover your mouse over the "Postings" tab. Select the correct Position Type for your position.

Lc	min	User Group: Vice President
	Postings   Hiring Proposals	Shortci
	Non-Classified/Classified Exempt	
ome to :	Classified/Non-Exempt Faculty	
lerts (2 a	MURC	42 Filled Postings
PE MESSA	GE	Last 30 days

4. You will see the listing of the postings in that Position Type. You will click on the posting you wish to view by clicking the blue text.

No	n-Class	sified/Classi	fied Exempt Postings			+ Create	New Posting
Sav	ed Searches 🗸		Search Q More Search Options 🗸				
Ad hoc	Search	× search					
Ad ho	c Search 251 Sav	ve this search? Selected records	● Previous         7         2         3         4         5         6         7         8         9         Next →				Actions 🗸
	Banner Position Number	Position Title	Department	Posted Date	Active Applications	Workflow State	(Actions)
	001929	HR Rep	Human Resources - MU1065		0	Vice President	Actions 🗸

- 5. You will come to the summary page of that posting. You will need to review *ALL* information.
  - a. If the information is *correct,* then move it forward to the next level (*Budget*) by using the orange "Take Action on Posting."
  - b. If the information is <u>incorrect</u>, you will then select the "Return (Move to Dean/Director)" by using the orange "Take Action on Posting." This will send it back to the person who created it to correct the information. Please follow up with the individual by emailing what needs to be corrected.

Posting: HR Rep (f Current Status: Vice President	Non-Classified/Classified Exempt) Edit	Take Action On Posting ~ Keep working on this Posting
Position Type: Non-	Created by: Alisha Harbour	WORKSLOW ACTIONS
Classified/Classified Exempt Department: Human Resources -	Owner: Vice President	Approve (move to Budget Review)
MU1065		Return (move to Dean/Director)
Summary History Setting	gs Reports Hiring Proposals Associated Position Description	